
To: Joint Consultative Board: Non-Teaching

On: 30 August 2023

Report by Director of Finance and Resources

Heading: Developments in Health, Safety and Wellbeing

1. Summary

This report outlines the developments which have taken place since the last meeting of the Joint Consultative Board: Non-Teaching in May.

2. Recommendations

- 2.1 This report is for information only and to note that this is a retrospective record of health, safety and well being activities undertaken by Finance and Resources, HR, Health and Safety section and other council services.
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3. Background

The report below focusses on the actions and activities to continue to support the council's new ways of working plans.

We continue to work closely with the communications team to ensure key messages to managers and employees are issued timeously to remind them of the requirements to keep safe.

- 3.1 A risk-based review of all our policies and guidance documents is under way and we continue to review the documents in line with statutory compliance as well as business needs. As part of this process, we collaborate with the Trade Unions and service representatives. The topics that are currently being progressed include:

- Manual handling guidance
 - Alcohol and substance use
 - Violence and aggression in the workplace guidance
 - Risk assessment guidance
 - Control of Smoking at work
 - Lone working guidance
 - Control of Substances Hazardous to Health
- 3.2 The Health and Safety team continue to evaluate contractor's and supplier's health and safety documentation when they apply for contracts with Renfrewshire Council. Since the last meeting we have assessed **17** high risk contracts and **10** low risk contracts.
- 3.3 There have been three meetings with Scottish Fire and Rescue (SFR) since the last JCB with two of the meetings being held as a result of SFR attending call outs to our premises. The third meeting was to discuss the revised Dargavel School fire arrangements. We discuss, where needed, improvements to the fire safety arrangements.
- 3.4 The team continue to progress the arrangements with the Corporate Working Group for the change to the SFR Unwanted Fire Alarm Signal arrangements that became effective from 1 July 2023.
- 3.5 The Health and Safety team continue to carry out a review of our blood borne virus documentation, and this has been supported by a further face-to-face training courses in the Housing team. Health and Safety have risk assessed some of the priority groups in the council who need Hepatitis B vaccinations. The programme has already commenced in selected schools and the building services programme is also well advanced. For the latter, Hepatitis A vaccinations are also required for some higher risk staff. This vaccination programme is managed with our Occupational Health provider. Separately, risk assessments for other biohazards such as Lyme disease (caused by ticks) has been produced.
- 3.6 The Health and Safety team continue to support the new ways of working arrangements being developed across the council. The ventilation impact review has been completed and we are currently concentrating on the Renfrewshire House activities.
- 3.7 The Health and Safety team continue to support the Council's construction activities though scheduled monthly meetings with the property services team. Since the last JCB meeting the team continue to be involved in meetings/site visits for the Paisley Town Hall project, the Paisley Arts Centre project, Dargavel School, Paisley Grammar project, Park Mains School, City Deal activities as well as other smaller projects such as the weathervane removal at the church in the town centre.
- 3.8 The Health and Safety team continue to support the Underwood Road Depot and household waste recycling centre upgrades.
- 3.9 The Council's health surveillance programme continues to be delivered through our OH supplier. The Building Services teams have been completed and we have now

moved onto the garage workshops. School Crossing Patroller's health checks are in the process of being arranged.

- 4.0 Since the last JCB, across the council 2044 employees have completed the courses offered:

Course	Completions
Waste Recycling in Schools & Nurseries	15
Promoting Positive Behaviour Legislation and Guidance	17
Display Screen Awareness DSE	351
Ladder Safety Awareness	63
Using the Lifepak Defibrillator	24
Remote Health and Safety Module	13
Manual Handling Module	40
Fire Module	76
Supporting Employees Experiencing Domestic Abuse	22
Accident & Incident Reporting (RIDDOR)	31
Guidance on Food and Drink in Schools (Scotland) Regulations 2020	15
Evacuation Process Renfrewshire House	536
Promoting Positive Behaviour in the Workplace (module 1) - Risk; Rights & Responsibilities	54
Violence and aggression at work	147
Fire Warden Training	134
Fire Alarm Investigation (new)	506

- 4.1 The Health and Safety Team are regularly requested to respond to FOIs on behalf of the council in relation to health and safety issues with 19 having been processed in this period.
- 4.2 Since the introduction of the updated incident reporting system the Health and Safety team monitor all incidents recorded. Since 1 April 2023, there have been 671 incidents recorded on Businessworld.
- 4.3 The Health and Safety team supported the Events team at the recent Sma Shot day celebrations, Renfrew gala day, Barshaw gala day and the Renfrew pipe band competition. All the events were planned and delivered safely and effectively.
- 4.4 The Health and Safety team continue to innovate and are utilising Survey123 as an online App allowing the recording of inspection/visits live onsite. Further development is ongoing.
- 4.5 The Health and Safety team have visited the Early Learning and Childcare centres to review the flight risk assessments.

Implications of the Report

1. **Financial** - Continuing to improve health and safety performance will reduce accidents/occupational ill health, claims and the costs associated with this.
2. **HR & Organisational Development** - This report supports the Council's commitment to the health, safety and well being of Renfrewshire Council employees.
3. **Community Planning –**
 - Community Care, Health & Well-being** - We will improve the physical and emotional wellbeing of staff across services through the Healthy Working Lives programme.
 - Empowering our Communities** - We will promote learning and encourage employees to fulfil their individual potential and ensure that the council delivers high-quality services in the most effective and efficient way to meet the needs of local people.
 - Greener** - The E-management system will reduce the amount of paper used for risk assessment and accident forms.
 - Safer and Stronger** - Facilitating the health, safety, and wellbeing of our employees by ensuring that appropriate policies and procedures are developed and adhered to, and that all legal requirements for health and safety are fulfilled.
4. **Legal** - This report will support the Council's continued compliance with current health and safety legislation.
5. **Property/Assets** – Ensures compliance.
6. **Information Technology** - The E-management systems require to be facilitated through the Council's email server system.
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website. (Report author will arrange this).
8. **Health & Safety** - This document supports and demonstrates the council's commitment to ensuring effective health, safety and well being management.
9. **Procurement** – Demonstrates compliance and governance.
10. **Risk** – low impact as legal and statutory requirements are being maintained.
11. **Privacy Impact** – not applicable to this report.
12. **Climate Risk** - none

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